

Message

From: Tate, Rita [Tate.Rita@epa.gov]
Sent: 5/10/2017 7:24:48 PM
To: Thompson, Virginia [thompson.virginia@epa.gov]
CC: Graff, Jeannine [Graff.Jeannine@epa.gov]
Subject: RE: Response Needed: Preliminary Search Results for ED_001215 (EPA-R3-2017-005375)

Hey....Haven't heard anything more about this one. You? At this point, it's overdue

Rita Tate

Freedom of Information Officer
U.S. EPA Region III (3CG00)
1650 Arch Street
Philadelphia, PA 19103
215-814-2050 (FOIA Main)
215-814-3424 (Direct)

From: Thompson, Virginia
Sent: Thursday, April 27, 2017 12:55 PM
To: Tate, Rita <Tate.Rita@epa.gov>; Graff, Jeannine <Graff.Jeannine@epa.gov>
Subject: RE: Response Needed: Preliminary Search Results for ED_001215 (EPA-R3-2017-005375)

Thanks!

Virginia Thompson
Regional Exchange Network Coordinator
Information Systems Branch (3PM50)
US Environmental Protection Agency Region 3
1650 Arch Street, Philadelphia, PA 19103
(215) 814-5755
FAX: (215) 814-5251
thompson.virginia@epa.gov

EN2017

2017 Exchange Network National Meeting
May 16-18, 2017
Sheraton Philadelphia Society Hill

From: Tate, Rita
Sent: Thursday, April 27, 2017 12:52 PM
To: Thompson, Virginia <thompson.virginia@epa.gov>; Graff, Jeannine <Graff.Jeannine@epa.gov>
Subject: RE: Response Needed: Preliminary Search Results for ED_001215 (EPA-R3-2017-005375)

yes

Rita Tate

Freedom of Information Officer
U.S. EPA Region III (3CG00)
1650 Arch Street
Philadelphia, PA 19103

215-814-2050 (FOIA Main)

215-814-3424 (Direct)

From: Thompson, Virginia

Sent: Thursday, April 27, 2017 12:47 PM

To: Tate, Rita <Tate.Rita@epa.gov>; Graff, Jeannine <Graff.Jeannine@epa.gov>

Subject: FW: Response Needed: Preliminary Search Results for ED_001215 (EPA-R3-2017-005375)

This look good for me to give the OK to Not responsive due to revised scope?

Virginia Thompson

Regional Exchange Network Coordinator

Information Systems Branch (3PM50)

US Environmental Protection Agency Region 3

1650 Arch Street, Philadelphia, PA 19103

(215) 814-5755

FAX: (215) 814-5251

thompson.virginia@epa.gov

EN2017

2017 Exchange Network National Meeting

May 16-18, 2017

Sheraton Philadelphia Society Hill

From: Not responsive due to revised scope On Behalf Of eDiscovery, eDiscovery

Sent: Thursday, April 27, 2017 11:02 AM

To: Thompson, Virginia <thompson.virginia@epa.gov>; McCool, Catherine <Mccool.Catherine@epa.gov>

Cc: eDiscovery, eDiscovery <eDiscovery@epa.gov>

Subject: Response Needed: Preliminary Search Results for ED_001215 (EPA-R3-2017-005375)

Virginia and Cathy,

The pre-case assessment for ED_001215 (EPA-R3-2017-005375) is complete. Because this search includes domain restrictions that will have to be run in Relativity, we cannot provide an upfront estimate of the number of potentially responsive items. All keywords below, as well as other search criteria such domain restrictions, proximity and deduplication, will be applied once the data is loaded into Relativity.

Upon Confirmation, Discovery Services will Collect the Following:

Outlook email for the following 1 custodian:

Morton, Gary

Date Range:

02/01/2017 – 03/28/2017

Key Words:

None – please see below

Other Search Criteria (domain restrictions will be applied once the data is loaded into relativity):

@casey.senate.gov

Please confirm the above is correct. Once we receive your confirmation, we can proceed to execute the search. In addition, with respect to your requested deadline, since SharePoint automatically puts a date of 10 days out from when the request was submitted and that field is not always accurately entered initially, we kindly request that you please provide us with a more accurate deadline date so that we can prioritize this request accordingly.

Furthermore, **YOU MAY NOT BE DONE SEARCHING!** Please provide the important information below to all potential custodians, i.e. those individuals who may have potentially responsive documents.

The centralized search is run **ONLY** in the EPA's Microsoft Office 365 system, and the search results are limited to 1) Outlook email messages, 2) Outlook calendar entries, and 3) Lync Chats.

Depending on the request to which you are responding, you may still need to search other sources for potentially responsive information. Other possible sources include Lotus Notes mailboxes or calendars, other Lotus Notes databases, the Enterprise Content Management System (ECMS)^[1], the Correspondence Management System (CMS), local or shared computer drives, SharePoint sites, OneDrive, mobile devices (e.g., text messages and photographs, which are unique to the device), thumb drives, discs, paper files, and other locations where potentially responsive information may be found.

According to the Federal Records Act and EPA Policy, all messages sent on a personal messaging account such as a personal email account must be sent to the employee's epa.gov email account at the time of sending, or within 20 days of sending. If an employee has a message potentially responsive to a request that has yet to be transferred to an epa.gov account, the employee must forward that message to the employee's account and provide a copy of the forwarded message to the search lead for the request.

Thank you,
Discovery Service Team

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^[1] If a responsive Outlook email message was saved to ECMS using EZ Records and deleted from the user's Outlook account, that document must be retrieved from ECMS.